



***Town of Walpole
Commonwealth of Massachusetts***

HUMAN RESOURCES

Town Hall
135 School Street
Walpole, MA 02081
Phone (508)-660-7292
apply@walpole-ma.gov

February 15, 2022

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TOWN OF WALPOLE
TOWN CLERK

BOARD SECRETARY
VARIOUS BOARDS/COMMITTEES
15-19hrs/week

Town of Walpole is seeking applicants for a part-time 15-19 hrs/wk. Board Secretary position for various Town Boards & Committees. Must be high school graduate with one year experience in general clerical work. Working knowledge of Microsoft Word & Microsoft Excel. Duties include but not limited to, preparing meeting agendas & taking minutes for specified boards and committees; ensures compliance with open meeting law. Works under the direction of the Town Administrator's office. \$23.24 per hour. Job description via Walpole website www.walpole-ma.gov.

Applicants can submit cover letter, resume & Town of Walpole employment application to:
Town of Walpole, HR, 135 School Street, Walpole, MA 02081 or email apply@walpole-ma.gov. Position will remain open until filled. AA/EEO

*The Town of Walpole is an equal opportunity employer. M/F/D/V and does not discriminate based on race, creed, gender, national origin, age, disability, marital or veteran status, sexual preference or any other legally protected status. **Posted Tuesday February 15, 2022***